

# Move-in Time Sign-Up

Due by July 26

Approved Early Arrival Groups will be able to select beginning Friday, July 10 at 3pm EST.

All other residents will be able to select beginning Friday, July 17 at 3pm EST.

Only students with a Fall 2020 University Housing assignment will be able to select a move-in time.

As much as possible roommates, suitemates, and housemates should NOT sign up for the same move-in block to ensure distancing. We ask that roommates, suitemates, and housemates space their arrivals apart as follows:

- ▶ Residence Halls with elevators (Ferncliff, Firestine, New, Tower) - 1 hour
- ▶ Residence Halls without elevators (Myers, Woodlawn) - 2 hours
- ▶ Sprecher & Keller apartments - 3 hours
- ▶ Traditional Witten'Burbs - 4 hours

*\*Please note the Ferncliff elevator is a freight elevator and not accessible outside of move-in.*

## Step 1

Log into your "Wittenberg Housing System" with your Wittenberg email and password

## Step 2

Scroll down to view the Move-In Sign-Up below your housing assignment information

The screenshot shows the Wittenberg Housing System dashboard. The user is logged in as Emma Carlson. The dashboard includes sections for Messages, Room Selection, and Assignments. The Assignments section is expanded to show details for Fall 2020, including Hall Name (New Residence Hall), Room (142), and Room Type (Double-New). Below this, there is a 'Test Move-In' section with a dropdown menu for 'Select Time Block' and an 'Update My Time' button.

## Step 3

Select an arrival window from the list of available times.

The screenshot shows the 'Assignments' page for Fall 2020. It displays the Hall Name (New Residence Hall) and Room (142). Below this, there is a list of available arrival windows for 7/30/20, ranging from 9:00 AM to 11:30 AM. An 'Update My Time' button is visible at the bottom of the list.

*Times that are no longer available will not be visible in the list. This is a live process so the more time that passes, the more students will have signed up which will decrease the number of options available.*

## Step 4

Click "Update My Time"

The screenshot shows the 'Test Move-In' page. It displays the selected arrival window as '7/30/20, 10:00 AM to 7/30/20, 10:30 AM'. An 'Update My Time' button is visible at the bottom of the page.

*A small box will appear at the bottom of your screen confirming your time has been updated. Nothing else will change on the screen to indicate your time is selected.*

**Congratulations – you've selected your move-in time**

*The drop down will continue to be visible as you can go back in and change your time as needed.*

Check out [www.wittenberg.edu/reslife](http://www.wittenberg.edu/reslife) for suggested packing lists, ordering microfridges, lofts, Burbs laundry rentals, etc.

Questions? We are here for you! Email [housing@wittenberg.edu](mailto:housing@wittenberg.edu)